Australian Bureau of Statistics

76 M

LABOUR STATISTICS
SEE 9

PLEASE INSERT REFERENCE NUMBER IN BOX ON PAGE 4

In correspondence please quote this number

Please correct any errors in the label

All communications should be directed to:
The Australian Bureau of Statistics in your State or Territory (for postal addresses see below).

SURVEY OF EMPLOYMENT AND EARNINGS

MARCH QUARTER 1990

The Survey of Employment and Earnings is an Australia wide survey covering a sample of 2,500 Federal, State and Local Government agencies and a sample of 15,000 private organisations. The survey provides data essential for estimating key economic statistics of employment and gross domestic product. This economic data is used by a wide range of private and governmental organisations to monitor the Australian economy. Survey results will be released in the publication, Employed Wage and Salary Earners, Australia (6248.0).

- COLLECTION AUTHORITY — The information asked for is collected under the authority of the Census and Statistics Act. Your co-operation is sought in completing and returning this form by the due date. The Act provides me with the power, if needed, to direct you to provide the information sought.
- CONFIDENTIALITY — Individual forms remain confidential to the ABS and statistics are only released in the form of aggregated data.
- DUE DATE — Please complete and return page 2 of this form in the enclosed reply-paid envelope to reach the Australian Bureau of Statistics not later than **10 April 1990.**
- INSTRUCTIONS — Information to be furnished in the form relates to all employees and directors (or office holders) of the enterprise or that part of the organisation named above. The duplicate copy on page 4 should be completed and retained for your own records and to assist in the resolution of any queries raised by the ABS. Detailed instructions are set out on pages 2 and 3.
- ASSISTANCE — If difficulty is encountered in completing this form **or you are unable to supply details by the due date,** please contact the office of the ABS in your State or Territory. Names and telephone numbers of ABS contact officers are listed at the bottom of page 4 of this form. Reverse charge trunk calls will be accepted.

IAN CASTLES
Australian Statistician

AUSTRALIAN BUREAU OF STATISTICS POSTAL AND FACSIMILE ADDRESSES

	Address	*Facsimile No.*		*Address*	*Facsimile No.*
ACT:	Box 10, PO Belconnen 2616	06/2516009	NSW:	Box 796, GPO Sydney 2001	02/2643425
VIC:	Box 2796Y, GPO Melbourne 3001	03/6157709	QLD:	Box 9817, GPO Brisbane 4001	07/2296171
WA:	Box K881, GPO Perth 6001	09/3235395	SA:	Box 2272, GPO Adelaide 5001	08/2377366
TAS:	Box 66A, GPO Hobart 7001	002/346237	NT:	Box 3796, GPO Darwin 0801	089/811218

ABS COPY — TO BE LODGED BY 10 APRIL 1990

IN CONFIDENCE

SURVEY OF EMPLOYMENT AND EARNINGS
MARCH QUARTER 1990

The data required relate to all employees and directors (or office holders) of the enterprise or that part of the organisation named in the label on page 1. Proprietors/partners of unincorporated businesses should be excluded.
Please read the instructions and definitions on pages 1 and 3 carefully before completing this page and returning it in the reply-paid envelope **by 10 April 1990.** Please **complete all items** and indicate NIL where applicable.

EARNINGS FOR THE QUARTER (Note 1)

Record the actual money amounts paid to **all employees and directors** (or office holders) (including amounts paid from overseas) for **all** pay-periods ending in the **three months, 1 January to 31 March 1990.** Please ensure that payments for pay-periods ending before or after this three months period are excluded.

(to nearest dollar)

• GROSS WAGES AND SALARIES (Note 2)	A	$
• SEVERANCE, TERMINATION AND REDUNDANCY PAYMENTS (Note 3)	B	$
• FEES FOR DIRECTORS OR OFFICE HOLDERS (Note 4)	C	$
• TOTAL	D	$

NUMBER OF EMPLOYEES (Notes 5 and 6)

Record the NUMBER OF EMPLOYEES (including **permanent, temporary, casual, managerial** and **executive** employees) who received pay for any part of the last pay-period ending on or before the dates specified below.

NOTE: Please ensure that employees absent on pre-paid leave and employees who commenced or terminated during the pay-period are included.

Pay-period ending on or before:

		Total Employees	
• Friday **19 January 1990**	E		

		Males		Females		Total Employees	
• Friday **16 February 1990**	Full-time (Note 7)	F		I		L	
	Part-time (Note 8)	G		J		M	
	Total	H		K		N	

		Total Employees	
• Friday **16 March 1990**	O		

COMMENTS — To avoid unnecessary contact with the ABS please comment on changes between months or quarters, e.g. casuals stood down, prepayment of leave, etc.

.....

.....

.....

Name of person to be contacted if any queries arise regarding this form:

Mr
Mrs .....
Miss BLOCK LETTERS
Ms
Title or Position .....

(Please tick box if contact is different from last quarter) ☐

Signature ..... Date ..... Phone ...../.....
STD Code Number

For next quarter's survey the RELEVANT PAY-PERIODS for NUMBER OF EMPLOYEES are the last pay-periods ending on or before **20 April, 18 May and 15 June 1990.**

Please detach along the fold and retain pages 3 and 4 for your own records.

SURVEY OF EMPLOYMENT AND EARNINGS

MARCH QUARTER 1990

NOTES RELATING TO EARNINGS

1. The REFERENCE PERIOD for EARNINGS constitutes **all** pay-periods for which the end of the pay-period falls within the three months, 1 January to 31 March 1990. **Include** any pay-period which commences prior to 1 January and ends during the three months; **exclude** any pay-period which commences during the three months and ends after 31 March 1990.

2. GROSS WAGES AND SALARIES covers monies actually paid during the three months reference period (including amounts paid from overseas) to all permanent, temporary, casual, managerial and executive employees.

   Include —
   - ordinary time and overtime earnings
   - over award payments
   - penalty payments, shift and other remunerative allowances
   - retainers and commissions paid to persons who received a retainer
   - bonuses and similar payments
   - payments under incentive or piecework
   - payments under profit-sharing schemes
   - leave loadings
   - annual and long service leave payments (except those paid on termination)
   - sick leave payments
   - advance and retrospective payments
   - salary payments made to directors
   - amounts paid to employees on workers' compensation which are not covered by insurance i.e. 'make-up' pay

   Exclude —
   - severance, termination and redundancy payments (to be shown separately under item B)
   - fees for directors or office holders (to be shown under item C)
   - payments to proprietors/partners of unincorporated businesses
   - payments to self-employed persons such as subcontractors, owner/drivers, consultants and persons paid solely by commission without a retainer
   - allowances which are reimbursements to employees for travel, entertainment, meals and other expenditure incurred in conducting the business of their employer
   - workers' compensation payments other than 'make-up' pay
   - the imputed value of fringe benefits
   - the value of fringe benefits tax levied

3. SEVERANCE, TERMINATION AND REDUNDANCY PAYMENTS are those made during the three months reference period.

   Include —
   - payments of accrued leave made to employees who finished work during the quarter
   - redundancy payments intended to compensate employees for loss of employment

4. FEES FOR DIRECTORS OR OFFICE HOLDERS are those paid in the three months 1 January to 31 March 1990.

   Include —
   - fees paid to company directors, members of boards, committees, commissions, councils etc.

   Exclude —
   - all salary payments (to be included in GROSS WAGES AND SALARIES)
   - drawings from profits

NOTES RELATING TO EMPLOYMENT

5. The RELEVANT PAY-PERIODS for NUMBER OF EMPLOYEES are the last pay-periods ending on or before 19 January, 16 February and 16 March 1990.

6. NUMBER OF EMPLOYEES refers to all employees who **receive pay** for any part of the relevant pay-period.

   Include the following categories of employees only if they **receive pay** for any part of the relevant pay-period:
   - permanent, temporary and casual employees
   - managerial and executive employees
   - employees who commenced work during the relevant pay-period
   - employees who finished work during the relevant pay-period
   - employees absent on paid or prepaid leave (eg annual leave, sick leave, long service leave)
   - employees on workers' compensation who continue to be paid through the payroll

   Exclude the following categories of employees if they **do not receive any pay** for the relevant pay-period:
   - irregular casual employees who did not work during the relevant pay-period
   - employees on strike, or stood down without pay
   - employees on leave without pay

   Exclude also the following persons who for the purposes of this statistical form are not regarded as employees:
   - directors who are not paid a salary
   - proprietors/partners of unincorporated businesses
   - self-employed persons such as subcontractors, owner/drivers, consultants and persons paid solely by commission without a retainer

7. FULL-TIME employees are those (permanent, temporary and casual) who **normally** work the agreed or award hours for a **full-time** employee in their occupation; if agreed or award hours do not apply, employees should be regarded as full-time if they **ordinarily** work 35 hours or more a week.

8. PART-TIME employees are those (permanent, temporary and casual) who are not FULL-TIME as defined above.

YOUR COPY — TO BE RETAINED FOR YOUR RECORDS

SURVEY OF EMPLOYMENT AND EARNINGS
MARCH QUARTER 1990

Please copy the details from page 2 onto this page, and retain this copy for your own records.

REFERENCE NUMBER

FROM PAGE 1

For next quarter's survey the RELEVANT PAY-PERIODS for NUMBER OF EMPLOYEES are the last pay-periods ending on or before 20 April, 18 May and 15 June 1990.

EARNINGS FOR THE QUARTER (Note 1)

Record the actual money amounts paid to **all employees and directors** (or office holders) (including amounts paid from overseas) for **all** pay-periods ending in the **three months, 1 January to 31 March 1990.** Please ensure that payments for pay-periods ending before or after this three months period are excluded.

(to nearest dollar)

• GROSS WAGES AND SALARIES (Note 2)	A	$
• SEVERANCE, TERMINATION AND REDUNDANCY PAYMENTS (Note 3)	B	$
• FEES FOR DIRECTORS OR OFFICE HOLDERS (Note 4)	C	$
• TOTAL	D	$

NUMBER OF EMPLOYEES (Notes 5 and 6)

Record the NUMBER OF EMPLOYEES (including **permanent, temporary, casual, managerial** and **executive** employees) who received pay for any part of the last pay-period ending on or before the dates specified below.

NOTE: Please ensure that employees absent on pre-paid leave and employees who commenced or terminated during the pay-period are included.

Pay-period ending on or before:

		Males	Females	Total Employees
• Friday **19 January 1990**				E
• Friday **16 February 1990**	Full-time (Note 7)	F	I	L
	Part-time (Note 8)	G	J	M
	Total	H	K	N
• Friday **16 March 1990**				O

COMMENTS — To avoid unnecessary contact with the ABS please comment on changes between months or quarters, e.g. casuals stood down, prepayment of leave, etc.

.....

.....

.....

Name of person to be contacted if any queries arise regarding this form:

Mr
Mrs .....
Miss
Ms
Title or Position .....

BLOCK LETTERS

(Please tick box if contact is different from last quarter) ☐

Signature ..... Date ..... Phone ...../.....
STD Code Number

AUSTRALIAN BUREAU OF STATISTICS CONTACT OFFICERS:

CANBERRA:	Survey of Employment	06/2526508	SYDNEY:	Survey of Employment	02/2684379
MELBOURNE:	Survey of Employment	03/6157000	BRISBANE:	Survey of Employment	07/2226210
PERTH:	Survey of Employment	09/3235347	ADELAIDE:	Survey of Employment	08/2377450
HOBART:	Survey of Employment	002/205858	DARWIN:	Labour Section	089/815668